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EXIT DRILLS

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BOSTON FIRE DEPARTMENT

Outline of
EXIT DRILLS
for

- (A.) Industrial Establishments
- (B.) Hospitals, Sanitariums and
Corrective Institutions
- (C.) Schools
- (D.) Hotel Employees



From the book "National Fire Codes for Building Construction and Equipment."
R. S. Moulton, 1944. National Fire Protection Association, Boston.

CITY OF BOSTON
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(A.) INDUSTRIAL ESTABLISHMENTS.

*1109. The following suggested Exit Drill plan (§1110) describes an organization and procedure suitable for a large industrial establishment. This plan may be modified to suit other occupancies and smaller buildings.

1110. Exit drills are intended for the protection and safety of the occupants of buildings, and in order to make them effective every person taking part must realize his or her own responsibility and assist in conducting them in an orderly manner.

Exit drills shall be conducted once in every calendar month and all occupants shall participate therein, unless otherwise specified in the occupancy sections of this code.

Organization.

1111. Every establishment shall appoint, train and maintain the following organization for the purpose of conducting exit drills:

Chief of Exit Drill	Searchers
Floor Chiefs	Monitors
Room Captains	Inspector
Exit Guards	

Where two or more establishments jointly occupy a building wherein exit drills are required, the several establishments must confer together and select two employees who shall be designated as chief of exit drill and assistant chief of exit drill respectively. They shall have the same duties as provided for those officers in establishments which are sole occupants of a building. Each particular establishment within such a building shall appoint their own floor chiefs and room captains, etc., whose duties shall be the same as provided for those positions in establishments which are sole occupants of a building.

Duties.

1112. CHIEF OF EXIT DRILL: He will have general charge of all matters pertaining to exit drills and organization; fix the time for holding drills; enforce disciplinary measures for failure on the part of occupants to observe rules or requirements; see that overcrowding in rooms or elsewhere is prevented and that sufficient space is given to aisles and passageways to permit quick access to all of the exits. He shall supervise the building alarm system.

(a) He shall prepare and have conspicuously posted on each floor of each building a notice of the schedule of evacuation and the duties of occupants in case of an alarm.

(b) He shall make a survey of the building to determine the capacity of all exit facilities in accordance with the requirements of this Code.

(c) He shall make a census of the regular occupants of the building and estimate the maximum number of visitors by rooms and floors in order to determine whether the required means of egress are adequate.

(d) If the results of the survey and census show that the egress facilities are inadequate he shall advise the

proper authorities of such discrepancy and indicate measures which would bring them up to the standards of this Code.

(e) He shall assign at least two exits for the occupants of each room in accordance with facts developed in the survey and the results of actual tests of exit time required. One of these should be the regular entrance.

(f) If possible, one or more exits should be reserved as entrances for firemen.

(g) He shall assign elevators to certain floors depending upon the building alarm signal given.

(h) When changes are made in the occupancy conditions he shall make such changes in the assignment of exits as may be necessary.

(i) He will notify all members of the drill exit organization regarding the general plan of exit assignment and the details pertinent to their specific duties, and examine them orally as to their familiarity therewith, going over the ground when necessary.

(j) He shall be responsible for planning the shutting off of electricity, power, gas, oil, etc., in case of alarm or fire.

NOTE. This position is differentiated from that of Chief of Fire Brigade, as the duties of the two officers have opposite purposes; one conducts persons away from the scene of a fire, while the other assembles men and apparatus to fight fire.

1113. FLOOR CHIEF: He shall have immediate charge of all occupants on his floor in all matters pertaining to exit drills. He shall be responsible for the enforcement of rules and will report infractions to the chief of exit drill.

(a) He shall personally supervise the sounding of the general building alarm on his floor, and see that each movement corresponding to alarm signal is promptly and properly executed.

(b) He shall be responsible for the condition of all aisles and passageways, and shall see that chairs, benches and stock in transit are promptly removed to insure unobstructed passageways.

(c) He shall select and designate the exits to be used by the occupants on his floor.

NOTE. It is required that he instruct the occupants in the use of all means of egress so that they will be familiar with all routes.

1114. ROOM CAPTAINS: Whenever floors are subdivided into two or more rooms there shall be room captains in each room who will see that each movement corresponding to the alarm signal is promptly executed. He will report to and obey the floor captain on his floor.

NOTE. Assistants should be designated for each of these positions capable of assuming the full duties thereof and in sufficient number to insure adequate supervision of exit drills in all parts of buildings. In large rooms it is advisable to have an Assistant Room Captain for every 50 occupants.

1115. EXIT GUARDS: Guards are subject to the orders of the floor chief or room captains. They shall see that the march from the rooms and in stairways is orderly, without crowding and at uniform speed, with careful observance of spacing between files; they shall be especially watchful to prevent stumbling, trampling or conditions which would require halting of exit march.

* Chapter numbers are those of the "National Fire Codes for Building Construction and Equipment."

(u) Guards shall be stationed as follows: (1) One guard on the room side of exit door who shall see that it is opened promptly after the first signal and is kept open until all the occupants have left the room and then that it be closed; (2) at horizontal exit doors, in corridors and on stairway landings or turns. Guards will follow in the rear of the exit column and assist stragglers.

1116. **SEARCHERS:** There should be at least one man and one woman searcher on each floor. Upon sounding of building alarm they shall visit the toilet rooms and any rooms used and frequented by their sex in which there may be occupants who cannot hear the signal. They shall look out for any people who may become hysterical and faint. They shall leave the floor as soon as possible after the last squad leaves.

1117. **MONITORS:** Monitors shall have charge of squads of occupants, not to exceed 30 in any one squad; they shall see that the members of their squad quickly form in line, two abreast; they shall cause visitors in their territory to fall in with their squads. Monitors shall march at the head of their squads to the room exit assigned and then lead the march through corridors and stairways as directed by the exit guards.

(a) When directed to the sidewalk, monitors shall preserve squad formations and lead them a safe distance away from the building.

(b) When the proper signal is given, they shall return to their respective floors at the head of their squads.

(c) Monitors shall see that those in their charge conduct themselves in an orderly manner. They shall see that aisles and passageways are cleared of obstructions.

1118. **INSPECTOR:** He shall report to and obey the chief of exit drill. He shall examine each morning the condition of all doors, stairways, fire escapes and roof exits, if any, and report immediately to the chief of exit drill any obstructions or other unusual conditions. He shall test the building fire alarm system.

1119. **SUBSTITUTES:** There shall be a substitute assigned to cover every position in the exit drill formation except the position of exit guards, for which there shall be one substitute for every two persons regularly assigned.

Selection of Personnel.

1120. The chief of exit drill should be some one whose position commands respect and insures compliance with all orders and instructions relating to exit drills. Previous fire department or military experience is desirable.

(a) Floor chiefs should be men or women in responsible positions who have the trust and confidence of their associates, are self-possessed and capable of speaking the language of the occupants on their floors.

(b) Room captains should possess qualifications similar to those of floor chiefs.

(c) Exit Guards should be strong men, alert, cool headed and capable of acting quickly in emergencies.

(d) Searchers should be strong, cool headed men and women.

(e) Monitors should be selected from among the occupants for their fitness as leaders and disciplinarians.

(f) Inspectors should be active men, preferably those who have had fire department experience. In large establishments they should be uniformed.

Drill Exercises.

1121. The course of action to be followed by any persons discovering fire shall be to —

1. Warn others who are or may become endangered, utilizing the available alarm system or such other means as may be at their disposal.

2. Notify public fire department or regularly organized fire brigade using alarm box if available.

3. Proceed in accordance with assigned duties in evacuation of occupants or use of fire fighting equipment.

For obvious reasons, drill exercises should follow the same routine, although sounding of public fire alarm may be simulated instead of actual. In large establishments where the discharging of crowds upon sidewalks might cause uninformed persons to turn in an alarm, under the impression that there was actual fire, arrangements should be made to notify the local department regarding the time and place of exit drills.

1122. It is advisable that the alarms announcing drills should originate on different floors in order to afford practice in changing the order of procedure for possession of stairways; excepting that drill evolutions may be so arranged as to take advantage of the additional time required for the descent of those from the upper floors by dismissing such of the lower floors as would not delay the egress of the former.

1123. The marching speed should not exceed 130 steps per minute, without running.

Signals.

1124. **FIRE ALARM:** The building alarm will sound simultaneously throughout each building and may be so designed that it will indicate the general locality of the fire.

(a) **DRILL GONGS OR BELLS:** These gongs or bells shall be hand operated on each floor by the floor chiefs or in each room by the room captains; signals consisting of single taps being employed to regulate exit drill movements.

(b) **ARM SIGNALS:** These will be used to regulate line movements.

1. **FORWARD** — Raise the right arm vertically above the head.

2. **MARCH** — Lower in the direction to be followed by the line.

3. **HALT** — Extend both arms horizontally across the line of march, holding this position until signal is obeyed.

(c) Upon the first stroke of the building alarm all occupants will immediately cease work and as far as possible shut off power to machines and gas or other open flames, close doors and windows which are not to be used as exits. Thereafter each succeeding movement will be

announced by single strokes on smaller bells or drill gongs sounded by the floor chief or room captain.

(d) First Stroke of the Drill Gong: Each occupant will remove any stock, chairs or benches nearest him in the aisles, placing same either under or on top of the work table, machine or desk.

(e) Second Stroke: Squads will form double lines facing the exits to be used, each couple joining hands and monitors will take positions at ends of lines nearest exit.

(f) Third Stroke: Signal for lines to move with their respective monitors to the door of exit passage. Each file will move forward, observing a one-pace interval on the level and allowing one clear stair tread between files on stairways. The subsequent line movements will be controlled by arm signals of either the room captain or floor chief. After leaving room, movement will be directed by arm signals of exit guards.

EXIT DRILL INSTRUCTIONS.

Exit drills are intended for the safety of all occupants of this building and each employee should assist in successfully conducting the drills realizing that their safety and that of the visiting public is greatly increased thereby. The stronger should assist and encourage the less vigorous or more timid.

Organization.

The Chief of Exit Drills is in immediate command when fire alarm signals sound.

Floor Captains are in direct control of each floor and their instructions should be carefully obeyed.

Floor Captains will designate when and by what exit you are to leave the building. Wait until you receive this command to march.

Follow your monitors.

In the Event of Fire.

Notify others in the building of the danger by the quickest method available.

Immediately send in alarm by operating nearest interior fire alarm box.

Telephone without delay fire headquarters and send in alarm from auxiliary box, or nearest city fire alarm box.

When Alarm Apparatus Sounds in Workroom.

Operatives must:

Stop work.

Shut off power.

Stop machines.

Shut off gas and other open flames.

Close doors and windows opening upon or under fire escapes (excepting those to be used as exits).

Elevators.

1125. Elevators should be reserved for the use of the aged and decrepit who shall be conducted thereto by exit guards.

Upon the first sound of the building alarm elevator attendants shall discharge their passengers at the street level and take their cars to the floor indicated or previously assigned and hold themselves subject to the orders of the floor chief.

1126. POWER PLANT: Upon the first sound of the building alarm the power plant engineer shall shut off power to machines and shafting throughout the building, excepting in cases where it would affect the operation of the fire pumps, elevators or lighting system.

1127. The following is a recommended form of notice to be posted in establishments and read by or to each new occupant:

Put chairs, stools and other obstructions on top of or under benches to clear the passageway.

Form line promptly with front of column facing the usual egress aisle and wait word of command or signal from Floor Captain.

At Command of March.

March in rapid, orderly manner from building, two abreast as instructed, not crowding upon the couple immediately in front of you, following your monitor.

Preserve the interval in line between yourself and couple in front of you.

Retain formation until dismissed or the line is returned to building.

Women and children always have the right of way.

DON'T

Don't run.

Don't lag behind, breaking up columns.

Don't scream or make unnecessary noise.

Don't laugh or talk.

Don't cause confusion.

Don't remain in toilet or dressing room.

Don't return for your clothing.

Don't try to use elevators.

Don't attempt to leave place in line until you return to the building.

Don't attempt to leave building except in accordance with exit drill regulations.

Don't fail to assist in carrying out instructions.

All exit doors must be kept unbolted and unlocked during working hours.

(B.) HOSPITALS, SANITARIUMS and CORRECTIVE INSTITUTIONS.

1150. Safety to life in buildings housing sick, infirm and restrained patients is predicated upon fire-safe construction, fire prevention and protection, adequate and competent personnel, and proper exits.

Such occupancies comprise, in large part, varied degrees of physical disability, and removal to the outside, or even disturbance by moving is inexpedient or impracticable in many cases, except as a last resort. Similarly, recognizing the operating necessity for restraint of the insane and incorrigible (oftentimes by use of barred windows and locked doors) exit drills are usually extremely disturbing, detrimental, and frequently impracticable.

In most cases fire and exit drills as ordinarily practised in other occupancies cannot be conducted in hospitals and institutions. Fundamentally, superior construction, early discovery of incipient fires, prompt notification, and first-aid appliances must be relied upon to reduce the occasion for evacuation of buildings of this class to a minimum.

Penal and corrective institutions housing those able to walk do not come within the scope of the Hospital fire drill. For them, discipline is such that habitual control of the occupancy admits of excellent exit drills along the lines recommended in other sections for industrial establishments or schools. Reformatories and asylums should employ a combination of the two drills, depending upon the age of the occupants and the proportions of manual and educational training. All infirmary sections, sick bays, maternity wards, etc., of such institutions should, however, conform to the drill code for hospitals.

1151. Overcrowding in such buildings has a direct bearing on the probability of fire as a hazard to life. Similarly, insufficiency of employees and of attendant supervision decreases the possibility of discovery of fire and transmission of alarm, contributes to panic, and precludes the orderly conduct of fire drills.

1152. The practice of leaving an entire building in the hands of a single member of the staff and a few attendants or nurses is deplored. Leave of absence and "off duty" are not recognized as arguments for the diminution of attendant corps, as commonly practised. Peculiarly enough, overcrowding and lack of attendants are often contemporary. In a crisis, this combination may disorganize the best laid plans for fire and exit drills.

Alarms.

1153. In case of fire drill audible alarms may be wholly or partly suppressed by the intervention of the superintendent in charge where gongs, sirens, whistles or bells may disturb hospital patient. The persons charged with transmitting the alarm in the drill should, however, in all cases go through the motions of transmitting an actual fire alarm.

Considerable use is made in large institutions of a whistle or a siren in the central power plant, in connection with the fire alarm system, to ring out the box location of alarm, and to summon aid from distant points. Where the physical

and mental condition of occupants is not such that they are deemed likely to be objectionably affected by the sound of such a siren if used daily to indicate time at regular intervals, its use for fire alarm and fire drill has certain advantages; otherwise, alarm systems should be so designed that initial fire signals would sound only in departmental offices, engine room, fire brigade stations and other central locations, with provisions whereby authorized persons may send subsequent signals to sound a general alarm.

1154. Hospitals should be patrolled at regular intervals, the person charged with this responsibility visiting all parts of the premises including closets, attics, etc., for the purpose of discovering fire in its incipency.

Fire Marshal in Charge of Drills.

1155. The marshal or institution fire chief in charge of fire drill procedure should be a fireman of experience, possessed of those qualifications demanding respect and attention, and capable of performing his diverse duties with alacrity and intelligence.

NOTE: Depending somewhat upon the character of buildings, their size and the type of patients housed, the importance of this position should not be underestimated. An ardent and conscientious fire fighter, receiving the cooperation of the staff in his work, adds materially to the safety of the occupants.

1156. DUTIES OF THE FIRE MARSHAL.

(a) He shall be responsible for the location and sufficiency of first aid fire-fighting appliances, and, by regular inspection, shall supervise their repair and maintenance. He shall instruct all employees, including the staff, in the actual handling of extinguishers and in the actual extinguishment of prepared bonfires to acquaint the personnel with their proper use, and to discourage any misgivings concerning handling such appliances.

(b) He shall, by instruction and direction, educate all employees in the purpose and use of the fire alarm system and in the fire drill (and exit drill, if any) in response to alarms.

(c) The method of handling hose lines from interior standpipes should be demonstrated to and practised by all male employees in the separate buildings, and, where chemical tanks or carts are employed, their proper use and handling should be explained and drilled. In cases where water casks and buckets may serve to advantage, bucket brigade drills should be practised.

NOTE: The extent of free brigade practice and drill, and the locations for its performance should not interfere with essential hospital routine. The superintendent should carefully study and consider this problem in cooperation with the fire marshal. Unless otherwise specifically designated, the methods of fire-fighting shall conform to the recommendations of the National Fire Protection Association for Private Fire Brigades. This

does not necessarily embrace the operation of organized local or municipal fire departments.

(d) The fire marshal shall make regular inspections of attics, basements, wards, closets and storage spaces, with power to order the removal of unnecessary accumulations of combustibles and to remove all egress obstructions and fire hazards, both structural and operative.

(e) The fire marshal shall note all repairs necessary to fire doors, exit doors, ramps, stairs and other means of egress. Cooperating with the engineer, he shall check up and maintain adequate water supply to sprinkler systems, standpipes, etc., recording for repair all leaks and deficiencies coming to his attention.

Exit Drills.

1157. Due to the generally low ratio of attendants to patients and to the inability to hold regularly practised drills as in other occupancies, no regular or constant designation of those responding to fire alarm can be made. All employees should be schooled in the duties of members of the fire brigade in extinguishment of fire, as monitors to direct walking patients, and as guards for attention to bed patients. The relatively large turnover of employees in this class of occupancy accentuates the importance of constant and regular attention to preparedness in fire prevention and protection although no standard rule can be laid down as to the extent to which such drills can be practised.

1158. Convalescent patients should be removed from involved zones lest their curiosity or anxiety hamper fire brigade activity, or cause themselves injury. All sections should be assured of a necessary complement of doctors, nurses, attendants and other employees in reserve in readiness to assist in the transfer of bed patients to less exposed areas or sections.

Procedure in Case of Fire.

1159. The following practice is recommended wherever practicable. Modification of the plan or portions thereof may be necessitated by local conditions. The plan is intended to be applicable to any and all employees. It should be noted that the best laid plans for fire drills in existing buildings of substandard or unsuitable construction cannot be expected to ameliorate deficiencies of construction contributing to fire probability, or the opportunity for fire spread.

1160. DISCOVERY OF FIRE.

(a) The person discovering a fire shall immediately send an alarm from the nearest fire alarm box with the least

disturbance and commotion and shall see that all doors adjacent to the fire are closed.

(b) He shall advise another employee of location of fire, who in turn shall confirm the original alarm to the main office, and who shall join the discoverer near the fire.

(c) The discoverer shall immediately return to the scene of fire, if possible, and attempt to extinguish it with first aid appliances available.

Fire Brigade.

1161. Those first responding to the fire, together with the alarmists, constitute the first fire defense. They shall strive to extinguish the blaze with the least confusion and annoyance to adjacent sections. Instructions should be "KEEP YOUR HEAD AND DO NOT QUIT, even though unsuccessful, but endeavor to check spread until arrival of the fire department."

Monitors.

1162. The next arrivals, other than actually engaged in fire fighting, and simultaneously with that work, constitute monitors pro tem. They shall open horizontal exit doors to adjacent sections away from the fire, and conduct ambulant patients immediately thereto. Certain of these monitors shall remain with their charges, in readiness to conduct them still farther distant from the source of danger. Any surplus monitors shall return to check up delinquents and serve as guards in the involved section.

NOTE. Monitors shall be provided with the necessary keys to operate all locks on detention room and wards, ward exits and other egress doors.

Guards.

1163. Other arrivals at the fire are guards whose duty it shall be to reassure and endeavor to quiet bed patients in the immediate zone of fire or smoke, and proceed to move the beds of the more seriously excitable to points of vantage in the event of the need for evacuation. By this time, assistance of monitors should be available, and an adequate force must stand guard for this emergency.

1164. If the fire is uncontrollable, or has developed a bad smoke hazard, all available guards, monitors and firemen shall move patients out of the sections involved by rolling or sliding their beds or mattresses through horizontal exits or down ramps where available; or, as a last resort, if required by continued fire and smoke spread in the sections vacated, by carrying patients in mattresses down stair towers and to the outside.

(C.) SCHOOLS.

1170. The following requirements are of necessity, general in scope, as it is appreciated they must apply to all types of schools as well as conditions of occupancies, such as truant schools, schools for mentally defective, the blind, deaf and dumb, colleges and public schools. It is fully recognized that no one code can meet all the conditions of the various buildings involved and it will be necessary for some school authorities to issue supplements to these requirements, but all supplements should be consistent with these requirements.

1171. There shall be at least eight fire exit drills a year. In those climates where the weather is severe during the winter months, it is suggested that weekly drills be held at the beginning of the school term so as not to endanger the health of the pupils.

NOTE. It might be well to hold "practice" drills during inclement or winter weather. Such drills would be held at the regular dismissal time, when the pupils are fully clothed, by using the exit drill alarm signal. With such drills there would be no necessity of a return signal.

1172. Drills should be executed at different hours of the day or evening; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods, etc. In other words, they should be executed at such irregular times as would tend to destroy any possible distinction between drills and actual fires. Cards of instruction should be conspicuously posted describing the procedure of the drills.

1173. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing without any semblance of order, the pupils should be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.

1174. All exit drill alarms should be sounded on independent signal systems and not on the signal system used to dismiss classes. Instructions in the manner of sounding exit drill signals and sending fire alarms should be given to all pupils so that there will be no delay either in emptying the building or calling the fire department in case of an actual fire. Whenever any of the school authorities determine that an actual fire exists, they shall immediately call the local fire department using the public fire alarm system. In order that pupils will not be returned to a building which is burning, the recall signal shall be one that is separate and distinct from and cannot be mistaken for any other signals. Such signals may be given by distinctive colored flags or banners. If the recall signal is electrical, the buttons should be kept under lock, the key for which should be in the possession of the principal or some other designated person in order to prevent a recall at a time when there is a fire. Regardless of the method of recall, the means of giving the signal shall be kept under a lock.

1175. As all drills represent an actual fire condition pupils should not be allowed to obtain clothing, after the alarm is sounded, even when in home rooms, on account of

the confusion which would result in forming the lines and the danger of tripping over dragging apparel. In order to avoid congestion around the school building which might interfere with the local fire department, each class or group should move to a predetermined point.

1176. Wherever possible, drill lines should not cross a street or highway, especially where the traffic is heavy. Where necessary for drill lines to cross roadways, hand signals reading "STOP! SCHOOL FIRE DRILL" shall be carried by monitors to the traffic intersecting points in order to stop traffic during the period of the drill.

NOTE. It is recommended that where drill lines must cross roadways, a police officer, school janitor, or a male teacher acting as a traffic officer be on duty to control traffic during drills.

1177. Every fire exit drill shall be an exercise in school management for principal and teachers. The chief purpose of every drill is complete control of the class so that the teacher will form its ranks quickly and silently, may halt it, turn it or direct it as desired. Great stress shall be laid upon the execution of each drill in a brisk, quiet and orderly manner. Running should be prohibited. In case there are pupils incapable of holding their places in a line moving at a reasonable speed, provisions should be made to have them taken care of by the more sturdy pupils, moving independently of the regular line of march.

1178. Monitors shall be appointed from the more mature pupils to assist in the proper execution of all drills. They shall be instructed to hold open doors in the line of march and assist in every practical manner to create an orderly and perfect drill. There shall be at least two substitutes for each appointment so as to provide for proper performance in case of absence of the regular monitors. The searching of toilet or other rooms shall be the duty of the teachers or other members of the staff. If the teachers are to do the searching, it should be done after they have joined their classes to the preceding lines. If, for any reason, a line becomes blocked, some of the pupils should be countermarched to another exit in order to prevent panic conditions arising as a result of inactivity.

1179. It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors and other exits are in proper condition. Particular attention should be given to keeping all doors unlocked, having doors closed which serve to protect the safety of paths of egress (such as doors on stairway enclosures) and under no conditions blocked open, keeping outside stairs and fire escapes free from all obstructions and clear of snow and ice, allowing no accumulation of snow or ice or materials of any kind outside exit doors which might prevent the opening of the door or interfere with rapid escape from the building.

Any condition likely to interfere with safe exit should be immediately corrected if possible, otherwise reported at once to the appropriate authorities.

(D.) EMERGENCY ORGANIZATION OF HOTEL EMPLOYEES.

2651. The primary requisite of an effective emergency organization is intelligent leadership and continued interest and encouragement on the part of the management.

All employees of hotels shall be instructed and drilled in the duties they are to perform in event of fire, panic, or other emergency.

The exact nature of this emergency organization must of necessity be governed by such factors as the number of available employees, the structural conditions, the degree of compliance with this Code, and other elements pertinent to the individual situation.

In order to be efficient, any such organization must depend upon:—

- A. A definite working plan.
- B. Competent leadership.
- C. Rigid discipline.
- D. Maintenance of necessary apparatus.
- E. A schedule of sufficient training under discipline with such apparatus.

In most instances, it will be found advisable to secure the cooperation of local fire department officials in developing and training such organization of employees.

Emergency Duties.

2652. No attempt is made here to prescribe the exact sequence of essential duties in a fire emergency, as the logical procedure in one instance might conceivably become disastrous in another. Educated common sense should dictate the proper course to pursue in all cases. When man power permits, the simultaneous performance of the logical duties in any specific emergency will prevent loss of valuable time in meeting it.

Upon discovery of fire, some or all of these duties will become immediately imperative, the number and sequence depending upon the exact situation encountered—

Alarm.

- Notify office.
- Notify private fire brigade.
- Notify public fire department.

Guests.

- Warn guests or others who are or may become endangered.
- Assist occupants to safety, with special attention to aged, infirm, or otherwise incapacitated persons.
- Search rooms to be sure all occupants have escaped.
- Man all elevators (including those of automatic type) with competent operators.

Extinguishment.

- Extinguish or control the fire, using available first aid equipment.
- Send messenger to meet public fire department upon arrival in order to direct latter to exact location of fire. (The public fire department is in full command upon arrival.)

Special Equipment.

- Fire Pumps—stand by for instant operation.
- Ventilating Equipment—in case of dense smoke, stand by, operate under proper instructions, to clear area affected.
- Refrigerating Equipment—if machines are definitely endangered, shut them down and blow refrigerant to sewer or atmosphere to prevent explosion.
- Generators and Motors—protect against water damage with tarpaulins—shut down motors not needed—keep generators operating to furnish lights, elevator power, etc.
- Boilers—if necessary to abandon boiler room, extinguish or dump fire and lower steam pressure by blowing to sewer or atmosphere to prevent possible explosion.

Drills.

2653. Drills of the emergency organization should be held at frequent intervals, covering such points as the operation and maintenance of the available first aid fire appliances, the testing of alarm devices, and a study of instructions for emergency duties. It is recommended that emergencies be assumed to have arisen at various locations in the occupancy, in order to train employees in logical procedure.

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